

**UN HABITAT AFGHANISTAN**

**Request for Quotation (RFQ)**

**RFQ No: UN/H/HR/KBL/2017/81**

**Project ID: Operations**

**Title of Work:**

**Provision of Database for Human Resource Management Services (HRMS) UN-Habitat Afghanistan**

**19<sup>th</sup> June 2017**

**Request for Quotation (RFQ)**  
**Reference: RFQ # UNH/HR/KBL/2017/81**  
**Closing date: 25 June 2017, 9:00 am**

**Solicitation of Document**  
**For Provision of Database**

Solicitation is hereby asked for provision of **Database** detailed in the Terms of Reference (TOR) of the requirement enclosed as Annex I respectively.

The information furnished must be examined carefully before submission of solicitation and the process to be followed:

1. The quotation must be given for the complete required services.
2. At any time prior to the deadline for submission of bid, the purchaser may modify the solicitation documents by amendment.
3. Price shall be quoted in US dollar, and shall be fixed during the bidder's performance and not subject to variation on any account.
4. Bids shall remain valid for one month **(30) days** after the date of bid opening. A bid valid for a shorter period shall be rejected by purchaser as a non-responsive one.
5. The bids prepared in original must be received by purchaser in a sealed and stamped envelope no later than **25 June 2017, at 9:00 am**. late proposal will not be considered. The bidder shall not withdraw its bid after the submission. No bid shall be modified after its submission.
6. The purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and the lowest evaluated bids as per UN procurement policies.
7. The purchaser reserve the right to accept or reject any bids, and to annul the bidding process and reject all at any time prior to purchase award. The purchaser thereby shall not incur liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.
8. If any question please submit your query through email at least 24 hours before closing date.
9. Your offer must be provided through official letter head of the company with the required details: Company Name, Authorized official, Company address, Email address, mobile number.

**Annex 1**  
**Terms and of Reference**  
**For Provision of Human Resource Management Services (HRMS) Database**

**Background:**

UN-Habitat is interested in engaging with software development providers, who would have highly experience and professional skill with deep expertise in database, MIS developments especially Human Resource Management System expertise is preferred. The Human Resource Management system should be including following requirements.

The information furnished must be examined carefully before submission of solicitation and the process to be followed.

**Specific Requirements:**

- 1.0 Admin Module
  - 1.1 User Management
  - 1.2 Configuration
- 2.0 PIM Module
  - 2.1 Configuration
  - 2.2 Employee List
  - 2.3 Add Employee
  - 2.4 Report, all staff list, Current staff, Terminated staff, project wise, Contract type wise & province wise etc.
- 3.0 Leave Module
  - 3.1 Configure
  - 3.2 Leave Entitlements
  - 3.3 Reports
  - 3.4 Leave List
  - 3.5 Assign Leave
  - 3.6 My Leave
  - 3.7 Apply
  - 3.8 Leave balance
- 4.0 Time Module
  - 4.1 Time Sheets
  - 4.2 Attendance
  - 4.3 Reports
- 5.0 Recruitment Module
  - 5.1 Candidates
  - 5.2 Vacancies (database should connected with the website for directly longlisting the application which is met our requirement based on VA.
- 6.0 Performance Module
  - 6.1 staff performance List
  - 6.2 Add staff performance
  - 6.4 Add Review
  - 6.5 Reviews
- 7.0 Training Module
  - 7.1 Add staff training

## 7.2 staff training staff

Additional details,

1. Developing a Human Resource Information System (HRIS) view required functions for hosted web applications,
2. ability to analyse the HR data for Compiling, editing and storing into a database format.
3. The application should have the capability of exporting data to excel/word to facilitate further analysis of the information.
4. The application flexibility to accommodate additional parameters.
5. Flexibility to have options to develop more customised reports in future.
6. Leave balance of all staff should be shown to HR.
7. Notification should be sent to HR while employment contract will finish by the end of project to the duration of the contract.

Delivery period: Maximum two months

Date: The service is planned to commence 01 September 2017

### **Responsibilities of the Contractor:**

The Contractor shall:

1. The software provider should give a presentation of HR database demo
2. Training of the developed human resources management system to the appropriate staff member.
3. One-year free service maintenance after full satisfactory,
4. Payment should be one instalments base on satisfactory after final delivery.

### **Price schedule:**

***UN-Habitat may require fixed price for the entire require database.***

### **Responsibilities of the Organization:**

The Organization will:

1. Payment should be in one instalment,
2. After final 100% completion of the required service 100% payment.

#### **On behalf of UN-Habitat**

Name:

Title:

Signature:

Date:

Contact details:

Mobile:

Email:

#### **On behalf of Contractor**

Name:

Title:

Signature:

Date:

Contact details:

Mobile:

Email:

**Following is the evaluation criteria**

**Reference: RFQ # UNH/HR/KBL/2017/81**  
**Subject: Provision of Database for HRM, UN-Habitat Afghanistan**

| <b>Criteria of Evaluation</b>  | <b>Type of Evaluation</b> |
|--|---------------------------|
| a. Legally established (having valid license from Government of Afghanistan)<br>(copy of license must be attached)   | Pass/Fail                 |
| b. Firms must provide evidence of having been in operation with relevant experience for a minimum (3) years in the provision of Database/Proof of similar project minimum 3 projects (copy of contract should be attached) | Pass/Fail                 |
| c. Lowest cost to the UN   | Pass/Fail                 |

**Lowest cost technically responsive will be awarded the contract**

1. All vendors are requested to submit their quotes along with the company profile, client list, & company registration with either government or AISA or Ministry of Information & Communication in the **sealed envelope**  
Addressed to:  
UN- Habitat main office at:  
House # 431, Street 7, Tamani (Kololapushta, behind of Azizi Star), District 4, Kabul, Afghanistan  
Attention: Ghows Amirian, Procurement Unit  
Mobile# +93 (0) 791 611 158  
Any Purchase Orders or Contract resulting from this tender will be as per UN-Habitat General Terms and Conditions.

## Price Schedule

Reference: RFQ # UNH/HR/KBL/2017/81

Subject: Provision of Database for HRM, UN-Habitat Afghanistan

| N<br>o | Products & Description                             | QTY | Unit | Unit Cost (\$) | Total Cost (\$) |
|--------|--|-----|------|----------------|-----------------|
| 1      | Total cost for completion of the required services | 1   | LS   |                |                 |

**In words:**\_\_\_\_\_

Company Name:

Authorized person:  
Name:

Title:

Signature:

Date:

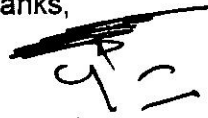
Company stamp

**Reference: RFQ # UNH/HR/KBL/2017/81**  
**Subject: Provision of Database for HRM, UN-Habitat Afghanistan**

**Dear Sir/Madam:**

You are kindly requested to submit your quotation in sealed and stamped envelope to UN-HABITAT main office at Taimani, House # 431, Street 7, District 4, Kabul Afghanistan, or e-mail to [procurement.committee@unhabitat-afg.org](mailto:procurement.committee@unhabitat-afg.org) no later than **25 June 2017, at 9:00 am**

Thanks,



Ghows Amirian, Procurement Officer  
UN-Habitat Afghanistan